

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

DIARY NOTES

DD/S

19 January 1972

I talked to Mr. Colby on this date about the following:

- a. "Program" for Colonel White - The proposed revision in the "program" for Colonel White which would substitute an open house reception for the Rendezvous Room evening party and would set the Awards Ceremony for noon rather than 5 p.m. - both of these reflecting our discussions on 18 January with Support Office Heads and with the other Deputies. Mr. Colby in turn noted the Director's desire that the 17 February dinner be black tie.
- b. Day Care Center Suggestion - See separate Memorandum for the Record dated 19 January 1972 (DD/S 72-0249).
- c. Classified Bulletin Boards - I responded to his mention of his draft by indicating that we had a suggested rewording in the works. I suggested that he discuss this proposal with the Deputies before releasing the paper and he indicated that he would do so.
- d. Over-Classification of Documents - As an outgrowth of the above, he mentioned another necessary target for attention as over-classification of papers. I told him that we had brought this up in our Tuesday Staff Meeting and separately with our own secretaries and would have the report on other Agency attention the subject had received in recent times.
- e. Microform Display - I told him of the microform display in 1-A-13 recalling to him his interest in this subject when briefed by [REDACTED]. He made a note and indicated that he would try and drop in during the afternoon.

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JWC:llc

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